

# **“Basic Training” in the Child and Adult Care Food Program (CACFP)**

**Description:** This workshop is specifically designed for new agencies participating in the CACFP and/or new workers in the CACFP. This workshop covers all aspects of managing the CACFP in child care centers. Each topic covered is a required topic for all centers with the exception of the Infant Feeding Requirements workshop which is only required if the agency cares for children under the age of 1 year. There is no charge for this CACFP workshop.

**How to Register:** Please register using the registration form by mail, fax, or email. The registration form is available from the Child and Adult Nutrition Services (CANS) office.

## **Things to Consider:**

- Pre-registration is required. Registrations should be mailed at least 20 days prior to the training date. Space is limited to 25 participants per session. All registrations will be acknowledged by the CANS staff.
- Plan to arrive at least 15 minutes prior to the start of the workshop.
- It is recommended that each participant bring along a pocket calculator.
- Due to variations in temperature in meeting rooms, we suggest dressing in layers of clothing so you can adjust for your comfort.
- The Department of Education is not able to provide refreshments, so please plan accordingly.
- Please notify our office at (605) 773-3413 if any participants require a sign language interpreter, alternate formats of printed materials, or wheelchair accessibility. Two weeks advance notice is required.
- If bad weather is a possibility, call our office at (605) 773-3413 to confirm that the training will be held.

**Your Responsibilities:** Workshop participants are responsible for learning about your organization's responsibility for participation in the CACFP and sharing the requirements with your organization (including board members) when you return to the center.

**Certificates:** Attendance will be taken at each session. Following the workshop, each participant will receive a certificate indicate the number of hours of attendance at the CACFP workshop.

## Basic Training in the CACFP

<b>Workshop Hours</b>	<b>Session Topics</b>	<b>Description</b>	<b>Who Should Attend</b>
8:00-8:30	<b>Registration</b>	N/A	All participants for the workshop.
8:30-9:45	<b>Free and Reduced Price Meal Applications</b>	A review of the basic procedures and common questions regarding free and reduced price meal applications.	Staff members responsible for approving free and reduced price meal applications, center directors, and board members.
9:45-10:00	<b>Networking Break</b>		
10:00-11:15	<b>Meal Counting and Claiming</b>	An overview of how to complete meal count rosters, who should complete them, when they should be completed, and how the information is used.	Staff members responsible for taking meal counts at the time of each meal service and/or completing the claim for reimbursement, center directors, and board members.
11:15-12:00	<b>Completing Production Records</b>	Specific instructions for the completion of the menu production records to assist agencies in providing accurate documentation of foods prepared to receive reimbursement dollars.	Staff members responsible for completing production records, center directors, and board members.
12:00-1:15	<b>Lunch Break – on your own</b>		
1:15-3:30	<b>Menu Planning &amp; Meal Pattern Requirements</b>	Hands on activities in menu planning and meal pattern requirements, including an overview of “creditable” foods in the CACFP.	Staff members responsible for planning and/or preparing meals in the CACFP, center directors, and board members.
3:30-3:45	<b>Networking Break</b>		
3:45-4:15	<b>Basic Record Keeping Requirements in the CACFP</b>	An overview of an institution’s requirements for record collection and maintenance of CACFP records.	Staff members responsible for the collection and/or maintenance of CACFP records, center directors, and board members.
4:15-4:45	<b>Infant Feeding Requirements</b>	An overview of the requirements for feeding infants in the CACFP including the completion of infant production records.	Staff members responsible for serving infant meals and/or maintaining infant production records, center directors, and board members.